

HARAMBEE INSTITUTE OF SCIENCE AND TECHNOLOGY
CHARTER SCHOOL
BOARD OF TRUSTEES PUBLIC MEETING MINUTES

**Board Meeting Minutes
January 27, 2021**

The meeting of the Board of Trustees Public Meeting was held on Wednesday, January 27, 2021 via Zoom 6:00-8:00 p.m.

Meeting Called to Order

The meeting was called to order at 6:06 p.m.
by Board Chair, Maurice Baynard

Libation

Dr. Baynard asked the cultural leader and Board member Renee Whitby to lead members with libation. Dr. Baynard thanked her and

Roll Call: Members and Staff

Dr. Baynard asked Board members and the senior leadership team to give introductions. Board members and the senior leadership team introduced themselves, stated their names and titles.

Introduction of Visitors and Others Present

Visitors were introduced and stated their names, titles and purpose
Joy Fobbs- 5th grade math teacher and MTSS Coordinator
Lisa Bowe-parent

Board Members Present:

Maurice Baynard
Joseph Foster
Renee Whitby
Jan Gillespie- Walton
C. Wade Mosely
Donna Holmes- Lockett
Larry Bell

Charis Jackson
Lakiesha Creighton

Board members absent:

Marirose Roach

Others Present:

Gregory Shannon	CEO
Michelle Thornton	CFO
Ericka Washington	Assistant Principal of School Operations
Sara Ferguson	Assistant Principal of Instruction

Review of December Meeting Minutes

Dr. Baynard, Board Chairman asked members if they had reviewed the Board meeting minutes from the December 16th Board meeting. He asked if there were any corrections and/or additions to the minutes. He opened the floor to Board members for comments. There were no comments or corrections. Dr. Baynard accepted a motion to accept the minutes as presented. All members agreed, there was unanimous motion to accept.

Motion: Accept minutes as presented

Approval AYE: 9 Nays: 0 Abstentions: 0 Absent: 1

CEO Board Report, Greg Shannon

Dr. Baynard gave the floor to the CEO Gregory Shannon and asked for an update from his leadership team. Greg reported that he would be focusing on their organizational objectives and that Sara would be presenting on Instruction and Ericka would be presenting on Operations. He indicated that he would return to report on specialized services.

Fundraising and Development

Greg reported that fundraising efforts were underway and that his meeting with Roz McPherson and Mazda Miles (an event planner that specializes in Gala's and virtual events) went very well. He announced that they are recommending VIP tickets to be priced at \$150.00. The entire Gala will last 90 minutes in duration and during the event the first 30 minutes will consist of small plate tappas and a wine pairing. They will have a chef/ sommelier that will provide the demonstration. They will also have a signature cocktail related to a stem activity followed by remarks from Dr. Baynard and Gregg Shannon. During the event there will be a couple of musical selections, a blend

of recorded and live presentations. The program will also highlight students from Harambee that will be honored and presented with awards. The Gala will end with closing remarks where the floor will open for donations and contributions. The proposed date for the annual Gala is Thursday April 8, 2021.

Mid Year Retreat

Greg announced that the annual Mid Year Retreat is planned for this Saturday January 30, 2021. The agenda will be posted within the next 24-48 hours. The Board will meet with a collective session in the morning from 9:00 a.m. to 12:00 p.m. They will break for lunch and return for presentations in the afternoon. The objective is to review where they are with respect to moving into the 2nd semester of the school year and to discuss points going forward.

Mid year appraisals

Greg indicated that mid-year appraisals are scheduled for completion on Friday January 29th for all staff. Most of them have already been completed and they are about 99% complete with just a few additional slated for completion on Friday. He also mentioned that the high school selection process went well and that all of their Harambee students with the exception of a few received acceptance into some of the top special admit high schools around the city. Amongst them were Central High School, Academy at Palumbo, Kappa for Performing Arts, Paul Robeson, Franklin Learning Center, Philadelphia High School for Girls, Randolph, and The Science Leadership Academy to name a few. He gave Kudos to Angela, Goldie and all of the teachers that supported the Moors group of students. Board member Charis inquired if there were any plans to do a High School signing day to share with the larger student body the schools that their students are getting accepted to. She said that this would encourage the 7th and 6th grade students. Greg indicated that they have spoken about it and are in the process of discussing what it might look like on a virtual platform. Greg gave the floor to Sara to present the Danielson course and observing teachers in a remote environment.

Instructional Programs, Sara Ferguson

Sara explained that she and six other colleagues and staff members attended a virtual training with the Charlotte Danielson group. The course was titled "Observing teachers in a remote environment". They had already implemented the Danielson framework, but through the course they were able to meet other colleagues from across the country to share ideas, thoughts and struggles. The course really dealt with how they are observing teachers and providing feedback via Zoom. They viewed film and

practiced giving feedback via Zoom. Sara stated that it was a very enlightening course and thanks to Greg and Michelle for making it possible for them to attend. Greg noted that there is 100% full implementation of the Charlotte Danielson framework for teacher observation at Harambee and that it is a part of their strategic plan. Greg turned the floor to Ericka and asked her to give an update on facilities, technology and operations.

School Operations, Ericka Washington

Ericka began reporting on updates for the facilities and progress with the doors. She announced that the new doors have all been completed and that the next phase would be receiving their key fobs with electronic access, which is under way now. She also indicated that the wiring is being installed on Thursday for the camera system.

She then asked Sara to tag team with her to explain the technology of the camera system known as OWLS. Sara explained that the OWL is a piece of technology for hybrid instruction that will allow students to see their classmates. It can be used with ZOOM and other applications to allow students to engage with each other and creates a classroom community. The technology also allows small groups to take place and for everyone to be visible including the teacher. It has the ability to identify voices with a 360-degree camera, a panoramic view and microphone. They are currently training themselves on this new technology so that they can train others along with following health and safety guidelines and social distancing protocols. The next update centered on school lottery.

Ericka reported that they held their school lottery last Thursday and they are now in the process of filling vacant seats. She also announced that they held two open house events in early January and parents were really excited to attend the event and place applications for their children. She indicated that she learned virtually that several parents were very excited to hear that their children had been accepted. They continue to accept applications that will fill any open seats and as those seats are filled, other applicants would then go on the wait list. Greg thanked Ericka for the update and asked if there were any questions for her. He then added that the OWL technology allows them to be on the cutting edge of technology.

Specialized Services, Angela Dennis

Greg spoke on behalf of Angela and stated that the specialized services department is in the process of goal setting, announced observations and their mid year appraisals. He said that they had been scheduled for a student records audit on 1/26/21 but it was postponed due to the impending snowstorm. It will now take place on February 2nd

2021. Greg finalized his report by saying that the specialized services department is in great shape.

He also mentioned that he wanted to commend the faculty, staff and students at Harambee who came together to create a social justice committee. They have written and developed a case statement for the organization about their stance on social justice. They have also developed a series of projects that they plan to participate in to support social justice and community service. On MLK day they kicked off their first day of service project. They solicited donations from faculty, staff, students and the community, in order to put together care packages for delivery. The packages consisted of items that would be useful like blankets, socks, toothbrushes, toothpaste and toiletries. They strategically delivered them to people that are housing insecure in areas of need throughout the city of Philadelphia. Each of the packages included a personal letter of support and of encouragement from the students of Harambee. Charis asked if there could be an email in dojo to parents thanking them for supplying some of the donations. Greg responded that it is already in the works and that all of the information will be posted on the website. Greg then turned the meeting over to Michelle Thornton to give updates from her department.

Business and Finance, M. Thornton, CFO

Michelle announced that she would provide highlights on a couple of key areas. She also encouraged Board members to review the monthly financial reports that she provided to give feedback and ask any questions that they might have for her regarding those reports. She reported on and discussed briefly, the following bulleted items.

- They have been working on year end compliance reports over the last 30 days
- Their auditors are working on their 990 tax return that was originally due in November but extended to February, that should be finalized within the next week.
- They have also been working on some of the grant compliance that was due at the end of December have been working on
- They have been discussing more efficiency with their auditing process which would usually begin in May. They decided instead to do a mid year review in January which would help give them a head start in the process
- They do a mid year accounting review to determine where they are with revenue, enrollment and actual spending versus budget spending. They

will finalize it by the end of this week and will meet with the CEO to review all of it next week.

- Her review indicates that they are on budget and even below budget in some of their expenses. They remain on target with their reserve appear to be in a very good position overall.

She also announced that their 2021-2022 budget process will begin next week. They plan to meet with their department leaders to frame out their budget process. They will present it to the finance committee in March, and then to the Board by April with hopes to have a vote by May.

Michelle also mentioned to the Board that they are required to complete an annual Statement of Financial Interest form. She asked Dr. Baynard how the Board would like to complete that process in this virtual environment. Michelle also stated that it is a requirement for their Charter renewal process and in order to be in compliance they should have a discussion on how to get everyone on board to complete that process.

Dr. Baynard suggested that they should use the organizational docu-sign account that everyone can log into and create an electronic signature, sign and send it back to Michelle electronically. Michelle agreed that the electronic process should work for everyone and they will work on making it work over the next thirty (30) days. Dr. Baynard asked Michelle in terms of the 2021-2022 budget, would there be something to look at in next months meeting in February. She answered that they will not have anything for the full Board next month, but they will make a full presentation to the Board in April.

Dr. Baynard asked Michelle if there is any indication in the budget on how much money has been saved from services that are not going on during the shut down, like food services. How does it compare to the impact on expenses that they did incur like extra cleaning products and cleaning staff due to COVID-19. Michelle stated that the internal mid year review includes that information and compares it to the prior years budget. She stated that it is something that they can look at more closely and bring a report to the next meeting. Dr. Baynard also asked if disposable mask had been included in the budget and Michelle said that it was included in the thought process.

Old Business

Update on the Charter Renewal process

Ericka reported that the documents for Charter renewal have been sent electronically for review. She indicated that they did not come out to review classrooms this year.

charter renewal recommendations and the final report will be given to Harambee in February.

Mid year Retreat

The annual mid year retreat will be held on Saturday January 30th .

New Business

Action Items:

Public Concerns

Adjourn Board Meeting

Motion: Adjourn Board Meeting

Approval AYE: 8 Nays: 0 Abstentions: 0 Absent: 1

Next Public Meeting:

The next public Board meeting will be held on Wednesday February 24, 2021

